

ATTACHMENT I: Sample Task/KSA Linkage Scales

The following are sample rating scales, each intended to demonstrate the type of task/KSA linkage ratings required in conducting a job analysis; however, the scales presented are examples only. There are a number of other scales that would meet the rating requirements outlined in *Section 2200*.

Rating the task/KSA relationship**Sample Scale 1**

Task/KSA Relationship:
(State Personnel Board)

- 0** No Relationship – This KSA is NOT NEEDED to perform this task.
- 1** Relationship – This KSA is REQUIRED to perform this task.
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Interpreting rating data from *Task/KSA Relationship scale*

By scale definition, those KSAs that are required to complete specific job tasks are those with a scale rating of 1, meaning that possession of those KSAs is necessary (or required) in order for an individual to successfully complete one or more specific tasks of the job/job classification. Therefore, only those KSAs that link to at least one job task can be considered to be job-related requirements, and only job-related requirements should be considered in selection-related activities.

When using an independent rating approach with multiple SMEs providing independent ratings for each KSA, those KSAs that receive a mean rating of .5 or greater in any single task/KSA combination are deemed to be job-related requirements suitable for consideration in the selection process.

When using a consensus rating approach, those KSAs rated 1 in any single task/KSA combination are deemed to be job-related requirements suitable for consideration in the selection process.

Rating the task/KSA relationship*(continued)***Sample Scale 2**

Necessity for Performance scale:
(WRIPAC, 1993)

- 0** Possession of this KSA is NOT RELATED to successful overall performance of this task.
 - 1** Possession of this KSA is DESIRABLE, but not essential, for the overall satisfactory performance of this task.
 - 2** Possession of this KSA is IMPORTANT for the overall satisfactory performance of this task.
 - 3** Possession of this KSA is ESSENTIAL for the overall satisfactory performance of this task.
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Interpreting rating data from *Necessity for Performance scale*

By scale definition, those KSAs that are required to complete specific job tasks are those with a scale rating of at least 2, meaning that possession of those KSAs is necessary in order for an individual to successfully complete one or more specific tasks of the job/job classification. Therefore, only those KSAs that link strongly enough (that is, receive a linkage rating of at least 2) to at least one job task can be considered to be job-related requirements. Only job-related requirements should be considered in selection-related activities.

When using an independent rating approach with multiple SMEs providing independent ratings for each KSA, those KSAs that receive a mean rating of 1.5 or greater in any single task/KSA combination are deemed to be job-related requirements suitable for consideration in the selection process.

When using a consensus rating approach, those KSAs rated at least 2 in any single task/KSA combination are deemed to be job-related requirements suitable for consideration in the selection process.